

HELP SHEET FOR ANNEXATIONS

- A. Begin your process by: obtaining a legal description (usually on your deed) of the property and a map that you must take to the Franklin County Engineer's Office (19th floor, 373 South High Street) to have stamped for accuracy. At that time, check to be sure that you are touching the municipality by at least 5% of the perimeter of your property and that you are not annexing over 500 acres.
- B. Acquire the names, mailing address and parcel number of the "abutters" to your property from the Auditor's Office. The abutters are owners of properties that touch the proposed to be annexed property or are directly across the road from the proposed to be annexed property.
- C. Contact the municipality into which you are annexing so that they can begin the process for a service ordinance (the service ordinance must arrive at the Development Department by 20 days after the filing date of the petition). This is for all types of annexation cases (Regular, Expedited I, II, III and Municipal/State Owned Land).
- D. Fill out an application with the dated signatures of the owners.
- E. File the application, legal description, stamped map, and abutters list (25 copies and the original) at the Development Department, 280 East Broad Street. At that time, your case will be assigned a number, keep track of it.
- F. Pay any fees (fees are now collected for Regular Annexations only. \$100 for 5 or less acres, \$250 for 5 or more acres).
- G. Within 5 days of filing the petition you must:
Deliver like information to the municipality and the township clerks and they must sign and date the receipt.
- H. Within 10 days of filing the petition you must:
Notify by regular mail the abutters list people with a letter stating when you filed and copies of the petition, legal description and map. You must also inform them that they can view the case at 280 East Broad Street. You must send an affidavit to the Development Department stating that you have indeed notified the township, municipality and owner (abutters) with the time and date stamp and proof that someone physically received it.

- I. You will be notified by mail that the Development Department has accepted your application for annexation.
- J. You will be notified by the Development Department of the time, date, and place of hearing/review of your case.
- K. You must appear at the hearing (for Regular filings) or review (for Expedited filings).
- L. For Regular Annexations and Boundary Changes/Adjustments all hearings must be heard between 60-90 days and they have a set time and date, the schedule is enclosed. For Expedited Annexations (Type 1, Type 2 and Type 3) all reviews must be heard between 30-45 days and they do not have a set time and date, as a review is set once all technical requirements have been met.